

BALTIMORE COUNTY BOARD OF ELECTIONS

106 Bloomsbury Avenue, Catonsville, MD 21228

MINUTES

March 19, 2015

ATTENDEES:	Bruce Harris	President
	Leronia Josey	Vice President
	Joseph Karey	Secretary
	Timothy Hickman	Substitute Board Member
	Jeanne Turnock	Substitute Board Member
	Andrew Bailey	Board Counsel
	Katie A. Brown	Director
	Rena' Waggoner	Deputy Director
	Ruie Marie Lavoie	Administrative Officer
	John Speir	Regional Manager (State Board of Elections)
	Paul Lubell	Guest

ABSENT:	Nancy Stratton	Administrative Officer
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DECLARATION OF QUORUM PRESENT

President Bruce Harris called the Meeting to order at 9:55 am and introduced the Board and guests.

PUBLIC NOTICE OF BOARD MEETING

Katie Brown noted that public notice of this Board meeting was provided by posting a notice in the lobby of the office of the Board of Elections and posting the information on the Baltimore County election website. A copy of the meeting agenda was also made available.

ADDITIONS AND OR CHANGES TO THE AGENDA

Mr. Harris asked for changes or additions to the Agenda and explained "Director Performance Review" would be tabled at this time. Katie Brown requested "New Board Appointments" be included under New Business. There were no other changes or additions.

APPROVAL OF BOARD MEETING MINUTES

The Minutes from the February 12, 2015 Board meeting were reviewed. Joseph Karey made a motion to approve the Minutes as written. On a second by Leronia Josey, the Minutes were unanimously approved. Motion carried.

The Minutes from the Post-Election Canvass held on February 12, 2015 were reviewed. With no changes or additions, Joseph Karey made a motion to approve the Minutes as written. On a second by Leronia Josey, the Minutes were unanimously approved. Motion carried.

DIRECTOR'S REPORT

Included in Board Packets – Meeting Agenda, February 12, 2015 draft Board Meeting Minutes, February 12, 2015 draft Post-Certification Canvass Minutes, Monthly Statistics Report and Election Administration Reports dated February 16, 2015 and March 2, 2015. All County Bulletins and Registrars were sent electronically throughout the month.

New Regional Manager – Katie Brown provided the Board with background information concerning changes in the State Board of Elections (SBE) Regional Manager positions. Effective February 15, 2015, John Speir is the regional Manager for Baltimore County. He is also responsible for Carroll County, Howard County and Montgomery County. Mr. Speir was asked to outline his plan for Baltimore County. Due to the intense schedule revolving around the new voting system, Mr. Speir was not able to provide the Board with a concrete schedule or plan. The Board welcomed Mr. Speir and invited him to attend future Board meetings. Mr. Speir left to attend a previously scheduled meeting.

New Voting System Replacement (NVSR) – Baltimore County received five (5) acclimation units for in-house training. Katie Brown and staff demonstrated the new voting system and briefly outlined the new voting process for Election Day and Early Voting. Discussion was held and questions were asked and answered. The Legacy Voting System (touch screen units) has been transferred to the SBE warehouse.

Meetings & Important Dates:

Katie Brown explained the workgroups for the new voting system are held bi-weekly and monthly and will be ongoing until the system is in place. She outlined her staff's basic schedule for each workgroup at this time as follows:

- Polling Place Requirements (Katie Brown) held biweekly
- Polling Place Logistics (Amanda White) held biweekly
- Project Management (Rena' Waggoner) held biweekly
- Election Judge (Ruie Lavoie) held biweekly
- Voting Systems (Jeff Stevens) held biweekly
- Communications (Mary-Frances Vavra-Alcoser) held monthly
- Regulations Committee (Ruie Lavoie) held weekly

Ms. Brown listed meetings, trainings and other important dates as follows:

- February 18, 2015, MAEO Meeting, Katie Brown, Rena' Waggoner & Ruie Lavoie attended.
- February 24, 2015, NVSR Acclimation Training, Rena' Waggoner & Amanda White attended.
- February 27, 2015, MAEO Entertainment Committee, Ruie Lavoie attended.
- February 27, 2015, Time Management Training, Blaire Johnson attended
- March 3, 2015, Office Move Planning, Katie Brown & Rena' Waggoner attended.
- March 3, 2015 Conference call with Tom Feehan, SBE, to review transfer of Legacy Voting System (touchscreen voting units) to SBE warehouse, Katie Brown, Amanda White, Ruie Lavoie, Jeff Stevens & John Speir were present during the call.
- March 4, 2015, Interviews held for Data Application Specialist positions, Katie Brown, Rena' Waggoner and Walter Maddox (Howard County) were the interview panel.
- March 10, 2015, MAEO Board Conference call, Ruie Lavoie & Jeff Stevens joined the call for a planning session.
- March 10, 2015 Anne Arundel County visited to review Baltimore County's raining, supply & outreach packing practices. Amanda White conducted the tour.
- March 16, 2015 & March 17, 2015, Legacy Voting System (touchscreens) transferred to SBE warehouse.
- March 16, 2015, Ruie Lavoie attended MAEO Personnel Committee Meeting.

- March 18, 2015, Katie Brown and Rena' Waggoner attended new voting system allocation meeting at SBE.

Ms. Brown outlined the following upcoming meetings and important dates as follows:

- March 19, 2015, Directors' Call.
- March 25, 2015, Amanda White will attend Leadership for Non-supervisors Training.
- March 25, 2015, MAEO Meeting at the Anne Arundel County Board of Elections.
- March 27, 2015, Brittney Finney, Blaire Johnson & Rita Walczyk Evans will attend Excellence in Customer Service training.
- March 27, 2015, Katie Brown, Rena' Waggoner, Ruie Lavoie & Amanda White will attend a meeting with Baltimore County OIT to discuss the development of a judge training registration program.

Correspondence:

A letter was received regarding the residence of Delegate Jay Jalisi. Ms. Brown will forward the letter to Jared DeMarinis at SBE for review and response.

Work/Staff Status:

Katie Brown outlined her plan for voter outreach to publicize the new voting system and the relocated and new Early Voting centers.

The following are proposed changes and addition to Early Voting locations:

1. Sollers Point Community Center to replace North Point Library
2. Victory Villa Community Center to replace Back River Community Center
3. Arbutus Community Center to replace Bloomsbury Community Center
4. Woodlawn Community Center will be an additional center

Inspections of every polling place location continues. Accessibility surveys are being completed. To better serve voters during the 2016 Presidential while using the new voting system, combined precincts will be uncombined where possible.

Processing of returned mail sample ballots continues. Daily work is current.

Post-Election maintenance on the poll books to be completed by the end of April.

Election Judge Training locations are being reserved for classes to start in January of 2016. To accommodate as many election judges as possible, the following locations will serve as training sites:

1. Sollers Point Community Center
2. Back River Community Center
3. Perry Hall Library
4. Owings Mills Library
5. Oregon Ridge and/ or MD Center for Agriculture & Farm Park

Interviews to fill the vacant Election Data Application Specialist II positions are completed and the candidates have been selected with anticipated start dates in April.

BOARD COUNSEL REPORT

No Report

OLD BUSINESS

Office Move – Scheduled move date is September 1, 2015. BCPS will take possession of the first and second floors in June. All remaining election equipment and materials will be transferred to a temporary warehouse in the next few months. Once construction on the first and second floor begins, the handicap entrance and parking area will be relocated to the rear of the building at the freight elevator. The reception area will be temporarily relocated to that area at that time.

To discuss several areas of concern, the Board extended an invitation to George Klunk from Baltimore County Property Management to attend this meeting. The invitation was declined and the Board was asked to submit the questions in writing to Mr. Fred Homan. Ms. Brown will send an email outlining the Board's concerns such as noise, asbestos and air quality.

FY 2016 Budget – Waiting for Hearing date. Supplemental budget numbers have been submitted to include additions for the new voting system.

NEW BUSINESS

2016 Presidential Election – Discussion held regarding the change in the Primary Election date and Early Voting dates. Proposed legislation moves the Primary Election to April 26, 2016. Ms. Brown will advise when the date has been determined.

Legislation – Katie Brown explained several proposed Bills including HB 284 which speaks to advance determination for petitions. Ms. Brown will work with Mr. Bailey.

New Board Appointments – Ms. Brown announced the new Board will be seated as of June 1, 2015. All members have not yet been confirmed. To date, Beverly Goldstein, Paul Lubell and Bruce Robinson have been appointed. Arrangements for the administering of the oath and election for officers will take place at the Board meeting to be held during the first week in June. Ms. Brown will notify all of date and time. Ms. Brown will also provide new Board members with an informational packet and a copy of the bylaws.

Board Council Contract – General discussion held regarding the expiration of contract and the protocol for renewal of services.

State Biennial Meeting & MAEO Conference – June 9, 2015 to June 12, 2015 at the Grand Hotel in Ocean City. The Biennial Meeting will take place on Wednesday, June 10, and the MAEO Conference on Thursday, June 11. Board members, the Board Counsel and the Director are required to attend the Biennial Meeting. Ms. Brown will email the newly appointed Board members information regarding this event and on the required attendance, along with strongly suggesting they attend the MAEO Conference on June 11.

NEXT MEETING

The next Board meeting will be held on Thursday, April 9, 2015 at the Baltimore County Board of Election office on the 3rd Floor of the Bloomsbury Community Center located at 106 Bloomsbury Avenue in Catonsville, Maryland. The meeting will begin at 9:45 am.


ADJOURNMENT

There being no further business, a Motion to adjourn was made by Leronia Josey and on a second by Joseph Karey, the Board unanimously agreed to adjourn the Meeting at 11:59 am.

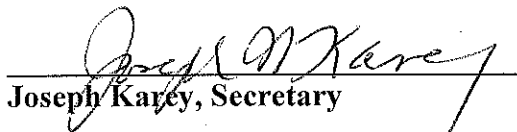
Respectfully submitted,



Bruce Harris, President



Leronia Josey, Vice President



Joseph Karey, Secretary

Approved this 9th day of April, 2015.